



**Town of Arlington**  
**Department of Health and Human Services**  
**Department of Veterans' Services**  
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**Veterans Council Minutes**

16 NOV 2015: Call to order at 18:00. Patrick Quinn, Anmarie Russo, and Steve Sawtelle were unable to attend.

**Old Business**

1. Jeff Melton provided update on memorial tracking/mapping project. He will be following-up with the school administration seeking student involvement. The information was given to Joan Roman and she has provided a link (access) on the Veteran's page.

**New Business**

1. Jeff Chunglo provided an update concerning the POW/MIA display. Jeff Melton presented the letter from the council to the town, requesting the display be located as originally presented. Jeff Chunglo will follow-up with town leadership.
2. Jeff Chunglo provided the council with the final rendering of the GWOT monument to be dedicated on Memorial Day 2016. The cost of the monument totaled \$7,023.00. Hanna Fast was given material to compile a donation pamphlet that outlines the project, provides a visual simulation of the memorial and information on how to donate. She will have this completed the week 30 NOV.
3. 501(c) (3) Update: We are not able to solicit funds using the current 501 fund that covers Health and Human Services. All funds collected under this 501 need to provide direct support (benefits) to veterans. Jeff Chunglo will be speaking with town officials to create a Veterans' Services 510 for future fundraising.
4. Adam Kurowski will provide a map of Monument Park to be used for re-designing the area to include the updated Honor Roll memorial. Bill Hayner will seek out pro-bono architectural services for designing the new memorial.
5. Capital Fund requests have never been submitted to the town from Veterans' Services. Capital planning requests need to be submitted each AUG for the following year. A five year capital request needs to be compiled to cover the cost of the scanning project, database, veteran memorial repairs, etc.
6. Scanning project: Boston Scanning will be providing an estimate for services and reviewing database structure this week, The meeting is scheduled for 19 NOV at 09:30.
7. Memorial Day 2016: Jeff Chunglo sent invitations to Medal of Honor recipient CAPT Thomas Kelley; Major General Jeffrey Clark, Commanding Officer for Walter Reed/Bethesda; Command Master Chief Terry Prince, former Command Master Chief for Walter Reed/Bethesda. All of these individuals were invited to be a guest speaker for the GWOT Veteran Lot. The annual

ceremony will be adjusted and the main ceremony will take place in the Town Hall followed by wreath laying ceremonies at Mt. Pleasant. Further updates to follow.

8. Bill Hayner reported that all schools have new flags and the lighting of the flags is underway.

Next meeting date: 15 DEC 2015 (Tuesday) at 6:00pm (18:00)

Meeting was adjourned at 19:15.

**Addendum (19 November 2015):** Boston Scanning's proposal was approximately \$8,000.00 for the initial scanning and database development. The redacting of records was presented as a separate quote of approximately \$7,500.00. We discussed an number of things and they will be emailing a revised quote. Jeff Chunglo met with the HHS Director and will be meeting with the Town Manager to see if funds are available to proceed with the first scanning phase, pending the availability of capital funds. Adam Kurowski will be attending our next meeting to review the scanning project and the specifics regarding the database.